

Commander's Report of Disciplinary or Administrative Action **(DA Form 4833)**

1. The Commander's Report of Disciplinary or Administrative Action (DA Form 4833) records the result of judicial due process. It is a permanent part of the subject's criminal history. What you record on this form affects the soldier's future. How the offense is adjudicated can affect civilian employment and security clearances. Commanders are required by regulation (AR 190-45) to complete these forms.



2. On Fort Bragg, the Police Services Section of the PMO processes all DA Forms 4833 for the installation. Police Services is located at the Fort Bragg MP Station on Butner Road. The hours of operation are 0830-1630 Monday, Tuesday, Thursday, and Friday. Police Services is closed every Wednesday for data processing. The contact numbers are (910) 396-4931/9363.

3. Police Services will send you a copy of the final Military Police Report (DA Form 3975) for offenses involving personnel within your command that are recorded on the MP Blotter. This includes some off-post offenses. This report will be accompanied by a Commander's Report of Disciplinary or Administrative Action (DA Form 4833) for you to complete and return to the PMO within 45 days. If you take action before you receive the final MP report, you may complete the DA Form 4833 and bring it to Police Services.

Key Items to Remember When **Completing DA Form 4833**

- Blocks 1-11 will be filled out by Police Services.
- The Commander will complete Blocks 12, 13, and 14 as they apply to the actions taken against the soldier.
- In Block 15, write a short narrative summary of what was done; include information such as whether the action was administrative or legal, what the soldier received (Article 15, action from the Federal Magistrate, administrative action, etc.), and so on.
- Blocks 16a-16c must be filled out and signed by the Commander.

4. You must specify the full action taken against the soldier on the DA Form 4833. For example, the type and amount of punishment imposed on a soldier by an Article 15 must be detailed. Merely recording that the soldier received an Article 15 punishment is insufficient.

5. If you take administrative action, complete the DA Form 4833 using the remarks section of the form to explain the action taken. In cases where the commander does not take action or there are extenuating and/or mitigating circumstances as to why a certain punishment or lack of punishment has been imposed, the circumstances should be explained in the remarks section of DA Form 4833.

6. In cases where the commander's action is pending, either "judicial or nonjudicial," and the suspense cannot be met, request an extension. DO NOT return the DA Form

4833 to Police Services with action pending. This will result in the form being returned again to the unit for completion. The normal suspense for a report of commander's action is 45 days. If the final disposition of the case cannot be completed within the 45-day period, the unit must contact Police Services to request an extension of the suspense.

7. The DA Form 4833 submitted to Police Services must have the commander's original signature on it. Keep a copy of the report in your unit files.

8. A copy of the Military Police Report and the original Commander's Report of Disciplinary or Administrative Action is sent to the Crime Records Center (CRC) for certain offenses (AR 190-45, para 4-3). This becomes a permanent part of the soldier's criminal history.

9. If you do not return the DA Form 4833 to the PMO, the Provost Marshal will notify your Brigade Commander.

10. A sample DA Form 4833 is provided at Appendix B.